

MEMORANDUM FOR USACE Major Subordinate Commands

SUBJECT: Deployment of the Automated Training Management Program (ATMP)

1. Reference CEHR-D memorandum, 31 January 2003, SAB (Enclosure 1).
2. The reference provided an update on our efforts to disseminate the Automated Training Management Program (ATMP). I am pleased to announce that ATMP is available to you as an optional MSC regional, Center, or FOA application.
3. Each organization must bear the cost of the initial application as well as continuing operations and maintenance (O&M) costs, on a yearly subscription basis. The cost for initial deployment will vary depending on the number of sites and whether data is converted to the new system. Only sites currently using the original version of ATMP can elect to have their data converted. Data conversion will increase the cost for deployment. Once the numbers of sites are identified and a determination is made on data conversion, the South Atlanta Division (SAD) will be able to provide deployment cost figures to the requesting organization. With regard to O&M funding, the FY04 site fee will be determined in July 2003. However, for planning purposes the O&M fee is not expected to exceed 6K per site. After organizations are identified for deployment and initial costs estimates provided, funds should be provided directly to the South Atlantic Division.
4. If you would like to obtain ATMP, please submit your request to CEHR-D. Requests will be processed on a first come first served basis. Please note that it is too late to fully use ATMP for the FY04 training cycle as the ideal time to deploy ATMP for use during the annual training cycle is during January or February. However, deployment outside the ideal timeframe allows users to complete training and input their mission essential task list (METL). Properly prepared METLs are the key to fully utilizing the features of ATMP.
5. Once a request for ATMP has been processed, the deployment schedule and project management plan (PMP) will be developed jointly between the MSC and SAD. Enclosure 2 outlines the roles and responsibilities for deploying and maintaining ATMP. Each organization will be responsible for creating an individual Information Technology Investment Portfolio System (ITIPS) record to track costs, as well as completing Life Cycle Management of Information Systems (LCMIS) documentation. An LCMIS template can be obtained from SAD.

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6. Users are not authorized to make changes or modifications to ATMP. Any request to enhance or change ATMP should be submitted to CEHR-D for consideration and review by an ATMP Configuration Control Board (CCB). Each participating organization will be asked to participate in ATMP CCB meetings, which are not expected to exceed twice a year.

7. As always we appreciate your suggestions and input. My point of contact is Rhonda Rhynes on (202) 761-1756, e-mail Rhonda.F.Rhynes@usace.army.mil. The point of contact at SAD is Alex Van Heuvel on (404) 562-5275, e-mail Alex.P.VanHeuvel@sad01.usace.army.mil.

FOR THE COMMANDER:

2 Encl

/Signed/
SUSAN DUNCAN
Director of Human Resources

CF:
Division Human Resources Officers
USACE Training Officers/Points of Contact
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